

LASSEN CHILDREN AND FAMILIES COMMISSION
MINUTES OF COMMISSION MEETING
Thursday, May 3, 2001

Members Present: Karol Merten, Patsy Jiminez, Betsy Elam, Dave Jones, Jan Irvin, Cheryl Smith, Yvonne O'Neill, Bobby Malone
Members Absent: Jim Chapman
Staff to the Commission: Laura Roberts
Visitors Present: Ellie Orbeton, Tom Keeffer, Irene Doyle, Sandy Forrest, Sondra Adams, Helen Adams, Jerry Abts

1. **Call to Order:** The meeting was called to order by Cheryl Smith at 1:35 p.m. at the Barry Creek Meeting Center, 1345 Paul Bunyan Road, Susanville, California.
2. **Introductions:** All members of the Commission and visitors introduced themselves.
3. **Approval of Minutes:** The minutes of the previous meeting were presented. Dave Jones moved that the minutes be approved as corrected, Yvonne O'Neill seconded the motion, and the commission unanimously adopted the minutes as presented.
4. **Fiscal Report:** The fiscal report was presented, showing a balance in the account of \$730,852.00 as of April 5, 2001. This reflects deposits through February.
5. **Review and Award of Mini Grants: Milford Community Association** request for funding was discussed. Irene Doyle was present to answer questions that were asked by commissioners at the last meeting. All questions be satisfactorily answered, Dave Jones moved that the application be approved for \$9,400.00. Jan Irvin seconded the motion, there was no further discussion, and the motion carried unanimously.

Kinder Crossing: Sondra Adams presented a mini grant request for \$10,000 to purchase equipment and other essential items to complete a new day care center. After discussion, Betsy Elam moved that the application be approved pending allocation of additional mini grant funds. Patsy seconded the motion, and the commission approved the motion unanimously.

Adams Construction: A mini grant request for \$10,000 to install an age appropriate play ground at the Kinder Crossing day care center was presented. Questions were asked about the playground meeting the new criteria. After sufficient response and discussion, Patsy Jimenez moved to approved the application pending allocation of additional mini grant funds, Bobby Malone seconded the motion, there was no further discussion, and the motion carried unanimously.

The **Library Literacy Project** grant application is to be placed on the agenda for discussion at the next meeting.

6. **Update on Doula Project:** Ellie Orbeton attended the meeting and updated the Commission on the Doula Project. She indicated that the Doula Training was scheduled at the Barry Creek Meeting Center on June 15, 16, and 17. She also stated that the books for the training had been purchased.

Grant RFA Status: The notice of intent to award is to be posted on the 15th of May. An Executive Committee meeting was held, scoring results and comments were reviewed, and based upon that information, the Executive Committee recommended that one grant be awarded in the

amount of \$70,000.00. They also recommended that a second RFA be released quickly so that those that were not funded could resubmit an application. They also suggested that additional technical support around grant writing be provided.

Mini Grant Process/Status of Funds: Mini Grants are continuing to arrive. Funds are depleted. The allocation of additional funds is to be placed on the next agenda for action. A detailed report of the status of funds is to be provided so that commissioners can see if additional funds be allocated or not.

Children's Oral Health Project Status: The California State Commission awarded additional funds in the amount of \$40,000. Details of a memorandum of understanding are being worked out for the implementation of the second phase of the Children's Oral Health Project. Lassen County will be the fiscal agent for the regional project.

Baby Kit Distribution: Laura reported that the Baby Kits are slated for release and distribution on July 1. A supplemental kit to be added to the Baby Kit is being developed by the Tobacco Control Program regarding smokefree homes and cars. In addition, a children's oral health kit is also being added. The Lassen Children and Families Commission will be the distributor for Lassen County. The evaluation process will be implemented by the Lassen Commission staff. There will be multiple points of distribution.

7. **Schedule of Community Meetings for Strategic Plan Revise:** Collaborative meeting with the Lassen Child Care Council is scheduled for the 10th of May. Collaborative meeting is set with the Strong Families Coalition on June 11th. Other community meetings are being set up throughout the county to assist in the Strategic Plan revise.
8. **Open Comment:** A letter of intent is due by May 22 for the Child Care Compensation and Retention Initiative from the State Commission. Laura will present information about this project to the Child Care Council on the 10th to see if they want to participate. If they do the letter of intent will be sent in, it makes no commitments, just holds the door open. Commissioners commented that we should get the second full grant RFA going quickly and that we should provide additional technical support such as a grant writing workshop. A report to the Board of Supervisors about Commission progress is set for May 22. Our annual report is due in October as well as our annual audit. We need to look at our mini grant criteria because the question came up whether an agency should be limited in how many applications they can submit.
9. **Set Next Meeting Date, Time, and Tentative Agenda:** The next meeting of the Commission is scheduled to be held on May 29, 2001, at 1:30 p.m. in the Barry Creek Meeting Center at 1345 Paul Bunyan Road, Suite B, Susanville, California. Several expressed concern that they could not attend so the meeting was rescheduled for the 7th of June. Laura is to poll the commissioners early in June to be sure that there is a quorum for the 7th of June since it is so close to graduation. This is a special meeting date to conduct a public hearing on any protests received after the letter of intent to award a contract for Full Grant is posted.
12. **Adjournment:** The meeting was adjourned at 3:15 p.m.

Respectfully Submitted,

Laura J. Roberts
Executive Director